

**Department of Health & Human Services  
Administration for Children and Families**

**Program Office:** Administration for Native Americans  
**Funding Opportunity Title:** Environmental Mitigation  
**Announcement Type:** Grant  
**Funding Opportunity Number:** HHS-2006-ACF-ANA-NM-0019  
**CFDA Number:** 93.582  
**Due Date for Applications:** 03/08/2006

**Executive Summary:**

The Administration for Native Americans (ANA), within the Administration for Children and Families (ACF), announces the availability of Federal funds for eligible applicants to mitigate environmental impacts on Indian lands due to Department of Defense (DOD) activities on Formerly Used Defense Sites (FUDS). Financial assistance is provided utilizing the competitive process in accordance with the Native Americans Programs Act (NAPA) of 1974, as amended.

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**I. FUNDING OPPORTUNITY DESCRIPTION**

**Legislative Authority**

Section 809 4A of Public Law (P.L.) 103-335

ANA, within ACF, announces the availability of financial assistance for new community-based projects under the competitive area: Environmental Mitigation. This announcement contains information on financial assistance from the Environmental Mitigation Program, authorized under Section 8094A of the Department of Defense Appropriation Act, P.L. 103-139 and P.L. 103-335 (the Act). The Congress has recognized that DOD activities may have caused environmental impacts on Indian lands. For this specific purpose, Indian lands are defined as all lands of American Indian Tribes and Alaska Native Villages. Accordingly, Congress has taken steps to initiate environmental mitigation impacts from DOD activities by assisting them in the planning, development and implementation of programs for such mitigation.

The Environmental Mitigation program began through a program announcement published on December 29, 1993, as a response to the DOD Appropriations Act, P.L. 103-139, enacted November 11, 1993. This program continues under P.L. 103-335, enacted September 30, 1994. Section 809 4-A of the Act states that of the funds appropriated to DOD for Operations and

Maintenance Defense-wide, not less than \$8,000,000 shall be made available until expended to provide for the mitigation of environmental impacts, including training and technical assistance to Tribes, related administrative support, the gathering of information, documenting of environmental damage and developing a system for prioritizing of mitigation, on Indian lands resulting from DOD activities.

Achieving compliance with Federal environmental protection legislation is the driving force behind all Federal clean-up activities. The following is a recommended list of major Federal environmental legislation that should be recognized in a regulatory review of all Federal, state and local environmental regulatory requirements, which could have major impacts in the design of mitigation strategies:

- Indian Environmental General Assistance Program Act of 1992;
- Clean Air Act (CAA);
- Clean Water Act (CWA);
- Safe Drinking Water Act (SDWA);
- Surface Mining Control and Reclamation Act of 1977 (SMCRA);
- Marine Protection, Research and Sanctuaries Act of 1972 (MPRSA);
- Toxic Substances Control Act (TSCA);
- Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA);
- Nuclear Waste Policy Act of 1982 (NWPA);
- Comprehensive Environmental Resource Conservation and Liability Act (CERCLA or Superfund);
- Resource Conservation and Recovery Act of 1976 (RCRA);
- Hazardous and Solid Waste Amendments of 1984 (HSWA);
- National Environmental Policy Act of 1969 (NEPA);

Other Federal legislation that should be considered in a regulatory review and that can be of assistance are the Tribal-specific legislative acts, such as:

- American Indian Religious Freedom Act;
- National Historic Preservation Act of 1991; and
- Indian Environmental Regulatory Enhancement Act of 1990.

Other regulatory considerations could involve applicable Tribal, Village, State and local laws, codes, ordinances, standards, etc., which should also be reviewed to assist in planning, mitigation design, and development of a comprehensive mitigation strategy.

In this announcement, ANA encourages Native American Tribes to develop their own plans and technical capabilities and access the necessary financial and technical resources in order to assess, plan, develop and implement projects to mitigate any impacts caused by DOD activities.

**ANA Administrative Policies:** Applicants must comply with the following Administrative Policies:

- An application from a Tribe, Alaska Native Village or Native American organization must be from the governing body.
- A non-profit organization submitting an application must submit proof of its non-profit status at the time of submission. The non-profit agency can accomplish this by providing: (1) a reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code; (2) a copy of their current valid IRS tax exemption certificate; (3) a statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a non-profit status and none of the net earnings accrue to any private shareholders or individuals; (4) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or (5) any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.
- If the applicant, other than a Tribe or an Alaska Native Village government, is proposing a project benefiting Native Americans, Alaska Natives, or both, it must provide assurance that its duly elected or appointed board of directors is representative of the community to be served. An applicant's governing board will be considered representative of the community to be served if the applicant demonstrates that at least a majority of the board individuals fall into one or more of the following categories: (1) a current or past member of the community to be served; (2) a prospective participant or beneficiary of the project to be funded; (3) have experience working with the community to be served; or (4) have a cultural relationship with the community to be served.
- Applicants must describe how the proposed project objectives and activities relate to a locally determined strategy.
- Proposed projects must present a strategy to overcome the challenges that hinder movement toward self-sufficiency in the community.
- All funded applications will be reviewed to ensure that the applicant has provided a positive statement to give credit to ANA on all materials developed using ANA funds.
- ANA will not accept applications from Tribal components that are Tribally authorized divisions unless the ANA application includes a Tribal resolution.
- ANA will only accept one application per eligible entity. The first application received by ANA shall be the application considered for competition unless ANA is notified in writing which application should be considered for competitive review.

- An applicant can have only one active ANA Environmental Mitigation grant operating at any given time.
- ANA funds short-term projects, not programs. Projects must have definitive goals and objectives that will be achieved by the end of the project period.
- All projects funded by ANA must be completed, or self-sustaining, or supported by other than ANA funding at the end of the project period.
- ANA reviews the quarterly and annual reports of grantees to determine if the grantee is meeting its goals, objectives and activities identified in the Objective Work Plan.
- Applications from National and Regional organizations must clearly demonstrate a need for the project, explain how the project originated, discuss the community-based delivery strategy of the project, identify and describe the intended beneficiaries, describe and relate the actual project benefits to the community and organization, and describe a community-based delivery system. National and Regional organizations must describe their membership, define how the organization operates, and demonstrate Native community and/or Tribal government support for the project. The type of community to be served will determine the type of documentation necessary to support the project.

**ANA Definitions:** Program-specific terms and concepts are defined and should be used as a guide in writing and submitting the proposed project. The funding for allowable projects in this program announcement is based on the following definitions:

*Authorized Representative:* The person or person(s) authorized by Tribal or Organizational resolution to execute documents and other actions required by outside agencies.

*Budget Period:* The interval of time into which the project period is divided for budgetary or funding purposes, and for which a grant is made. A budget period usually lasts one year in a multi-year project period.

*Community:* A group of people residing in the same geographic area that can apply their own cultural and socio-economic values in implementing ANA's program objectives and goals. In discussing the applicant's community, the following information must be provided: (1) a description of the population segment within the community to be served or impacted; (2) the size of the community; (3) geographic description or location, including the boundaries of the community; (4) demographic data on the target population; and (5) the relationship of the community to any larger group or Tribe.

*Community Involvement:* How the community participated in the development of the proposed project and how the community will be involved during the project implementation and after the project is completed. Evidence of community involvement can include, but is not limited to, certified petitions, public meeting minutes, surveys, needs assessments, newsletters, special meetings, public council meetings, public committee meetings, public hearings, and annual meetings with representatives from the community.

*Completed Project:* A project funded by ANA is finished, or self-sustaining, or funded by other than ANA funds, and the results and outcomes are achieved by the end of the project period.

*Consortium - Tribe/Village:* A group of Tribes or Villages that join together either for long-term purposes or for the purpose of an ANA project.

*Construction:* The initial building of a facility.

*Core Administration:* Salaries and other expenses for those functions that support the applicant's organization as a whole or for purposes that are unrelated to the actual management or implementation of the ANA project.

*Equipment:* Tangible, non-expendable personal property, including exempt property, charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, lower limits may be established.

*Impact Indicators:* Measurement descriptions used to identify the outcomes or results of the project. Outcomes or results must be quantifiable, measurable, verifiable and related to the outcome of the project to determine that the project has achieved its desired objective and can be independently verified through ANA monitoring and evaluation.

*Indian Land:* All lands used by American Indian Tribes and Alaska Native Villages.

*In-Kind Contributions:* In-kind contributions are the value of goods and/or services that benefit a Federally assisted project that are contributed by third parties without charge to a recipient (or sub-recipient or a cost-type contractor under a grant). Any proposed in-kind match must meet the applicable requirements found in 45 CFR Part 74 and Part 92.

*Letter of Commitment:* A third-party statement to document the intent to provide specific in-kind contributions or cash to support the applicant. The Letter of Commitment must state the dollar amount (if applicable), the length of time the commitment will be honored, and the conditions under which the organization will support the proposed ANA project. If a dollar amount is included, the amount must be based on market and historical rates charged and paid. The resources to be committed may be human, natural, physical, or financial, and may include other Federal and non-Federal resources. Statements about resources that have been committed to support a proposed project made in the application without supporting documentation will be disregarded.

*Minor Renovation or Alteration:* Work required to change the interior arrangements or other physical characteristics of an existing facility, or install equipment so that it may be more effectively used for the project. Minor alteration and renovation may include work referred to as improvements, conversion, rehabilitation, remodeling, or modernization, but is distinguished from construction and major renovations. A minor alteration and/or renovation must be incidental and essential for the project ("incidental" meaning the total alteration and renovation budget must not exceed the lesser of \$150,000 or 25 percent of total direct costs approved for the entire project period).

*Multi-purpose Organization:* A community-based corporation whose charter specifies that the community designates the Board of Directors and/or officers of the organization through an elective procedure and that the organization functions in several different areas of concern to the

members of the local Native American community. These areas are specified in the by-laws and/or policies adopted by the organization.

*Objective(s)*: Specific outcomes or results to be achieved within the proposed project period that are specified in the Objective Work Plan (OWP). Completion of objectives must result in specific, measurable outcomes that would benefit the community and directly contribute to the achievement of the stated community goals. Applicants should relate their proposed project objectives to outcomes that support the community's long-range goals. Objectives are an important component of Criteria Three and are the foundation for the OWPs.

*Objective Work Plan*): The project plan the applicant will use in meeting the results and benefits expected for the project. The results and benefits are directly related to the Impact Indicators. The OWP provides detailed descriptions of how, when, where, by whom and why activities are proposed for the project and is complemented and condensed in the OWP. ANA will require separate OWPs for each year of the project. (OMB# 0980-0204, exp. 10/31/06)

*Partnerships*: Agreements between two or more parties that will support the development and implementation of the proposed project. Partnerships include other community-based organizations or associations, Tribes, Federal and State agencies and private or non-profit organizations, which may include faith-based organizations.

*Real Property*: Land, including land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.

*Resolution*: Applicants are required to include a current signed and dated Resolution (a formal decision voted on by the official governing body) in support of the project for the entire project period. The Resolution should indicate who is authorized to sign documents and negotiate on behalf of the Tribe or organization. The Resolution should indicate that the community was involved in the project planning process, and indicate the specific dollar amount of any non-Federal matching funds (if applicable).

*Sustainable Project*: A sustainable project is an ongoing program or service that can be maintained without additional ANA funds.

*Self-Sufficiency*: The ability to generate resources to meet a community's needs in a sustainable manner. A community's progress toward self-sufficiency is based on its efforts to plan, organize, and direct resources in a comprehensive manner that is consistent with its established long-range goals. For a community to be self-sufficient, it must have local access to, control of, and coordination of services and programs that safeguard the health, well-being, and culture of the people that reside and work in the community.

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## **Priority Area**

Environmental Mitigation

## **Description**

The purpose of Environmental Mitigation projects is to conduct the research and planning needed to identify environmental impacts to Indian lands caused by DOD activities on or near Indian lands and to plan for remedial investigations to determine and carry out a preliminary assessment of these problems. Mitigation projects should result in adequately detailed documentation of the problems and sources of help in solving them to provide a useful basis for examining alternative mitigation approaches. Program Areas of Interest are:

- Projects that identify the disruption of subsistence activities due to contamination of the food chain and/or the development of a remediation plan to address subsistence contamination;
- Projects to conduct a comprehensive environmental assessment;
- Projects to conduct site inspections and remedial investigation to identify problems and causes related to DOD activities;
- Projects that identify approaches and methodologies to be undertaken in mitigation activities; and
- Projects to develop a mitigation strategy plan to address problem areas identified, such as land-use restoration, clean-up processes, and the resources necessary to implement clean-up actions. The plan should include technical assistance and management expertise required; protocols for environmental assessments; cost estimates of short- and long-term mitigation activities; estimate of impacts of short-term and/or long-term approaches; cultural, economic, and human health-risk impacts.

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## II. AWARD INFORMATION

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$1,200,000
<b>Anticipated Number of Awards:</b>	8 to 10
<b>Ceiling on Amount of Individual Awards:</b>	\$125,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	\$50,000 per budget period
<b>Average Projected Award Amount:</b>	\$100,000 per budget period
<b>Length of Project Periods:</b>	12-month project and budget period

Applications that exceed the ceiling amount will be considered non-responsive and will not be considered for competition.

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### III. ELIGIBILITY INFORMATION

#### 1. Eligible Applicants:

- Native American Tribal governments (Federally recognized);
- Native American Tribal organizations (other than Federally recognized Tribal governments);
- Federally Recognized Indian Tribes;
- Incorporated non-Federally recognized and State-recognized Indian Tribes;
- Alaska Native Villages, as defined in the Alaska Native Claims Settlement Act (ANSCA) and/or non-profit Village consortia;
- Non-profit Alaska Native Regional Corporations/Associations with Village-specific projects;
- Non-profit Native organizations in Alaska with Village-specific projects;
- Other Tribal or Village organizations or consortia of Indian Tribes; and
- Tribal governing bodies (Indian Reorganization Act or Traditional Councils) as recognized by the Bureau of Indian Affairs.

Please see Section IV for required documentation supporting eligibility or funding restrictions if any are applicable.

#### 2. Cost Sharing or Matching: None

#### 3. Other:

##### D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.



## **Proof of Non-Profit Status**

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically we strongly suggest that you attach your proof of non-profit status with your electronic application.

## **Disqualification Factors**

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that do not include a current signed and dated Resolution (a formal decision voted on by the official governing body) in support of the project for the entire project period will be considered non-responsive and will not be considered for competition.

If the applicant is not a Tribe or Alaska Native Village government, applications that do not include proof that a majority of the governing board individuals are representative of the community to be served will be considered non-responsive and will not be considered for competition.

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## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **1. Address to Request Application Package:**

Region I East: Native American Management Services, Inc. (<http://www.anaeastern.org>)

Region II West: ACKCO (<http://www.anawestern.org>)

Region III Alaska: Native American Management Services, Inc. (<http://www.anaalaksa.org>)

Phone: 877-922-9262

Email: [ana@acf.hhs.gov](mailto:ana@acf.hhs.gov)

URL: <http://www.acf.hhs.gov/programs/ana>

## **2. Content and Form of Application Submission:**

Please refer to *Section I*, "Funding Opportunity Description" to review general ANA Administrative Policies and *Section IV* for ANA Funding Restrictions.

*Application Submission:* A complete application for assistance under this Program Announcement consists of three Parts. Part One includes the Standard Form (SF) SF-424, required government forms, and other required documents. Part Two of the application is the project narrative. This Narrative may not exceed 40 pages. The budget and budget justification are exempt from the page limit for this part of the application. Part Three of the application is the Appendix. This Appendix may not exceed 20 pages (the exception to this 20-page limit applies only to projects that require, if relevant to the project, a business plan or any third-party agreements).

*Organization and Preparation of Application:* Due to the intensity and pace of the application review and evaluation process, ANA strongly recommends that applicants organize, label and insert required information in accordance with Part One, Part Two and Part Three as presented in the table below. The application begins with the information requested in Part One of the table below. Part Two is the project narrative and includes the ANA evaluation review criterion. The six ANA review criteria should be presented in the following order: Criteria One - Introduction and Project Summary; Criteria Two - Need for Assistance; Criteria Three - Project Approach; Criteria Four - Organizational Capacity; Criteria Five - Project Impact/Evaluation; and Criteria Six - Budget and Budget Justification/Cost Effectiveness. Part Three is the Appendix. This part includes only supplemental information or required support documentation that addresses the applicant's capacity to carry out and fulfill the proposed project. These items may include: letters of commitment, letters of agreement with partners or cooperating entities, or position descriptions. Utilizing this format will ensure that all information submitted to support an applicant's request for funding is thoroughly reviewed and will assist the panel reviewer in locating and evaluating the requested information.

*ANA Application Format:* Applications should be labeled in compliance with the format provided in the program announcement. The paper size shall be 8.5 x 11 inches, line spacing shall be a space and a half (1.5 line spacing), printed only on one side, and have no less than a half-inch margin on all sides of the paper. The font shall be 12-point and font type shall be Times New Roman. These requirements only apply to the project narrative in Part Two.

## **Forms and Certifications**

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V*. Application Review

Information. In addition to the project description, the applicant needs to complete all of the Standard Forms required as a part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at:  
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Applicants must understand that they will be held accountable for the Maintenance of Effort certification. By signing and submitting the application, applicants are providing the necessary certification and acknowledge that a signed certification will be required prior to award.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

### **Electronic Submission**

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

**IMPORTANT NOTE:** Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. *You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.***
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov) to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.

- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

### **Hard Copy Submission**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

### **Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

### **3. Submission Dates and Times:**

**Due Date for Applications:** 03/08/2006

#### **Explanation of Due Dates**

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

#### **Mail**

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

#### **Hand Delivery**

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

#### **Electronic Submission**

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

### **Late Applications**

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

**ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.**

### **Extension of Deadlines**

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

### **Checklist**

You may use the checklist below as a guide when preparing your application package.

<b>What to Submit</b>	<b>Required Content</b>	<b>Required Form or Format</b>	<b>When to Submit</b>
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
SF-424	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
SF-424A	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.

SF-424B	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By date of award.
Certification Regarding Maintenance of Effort	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
Resolution	See Section I	To be submitted by all applicants. See ANA Definitions.	By application due date.
Governing Board Membership Documentation	See Section V	To be submitted if the applicant is not a Federally recognized Tribe or Alaska Native Village government. See ANA Definitions.	By application due date.
Indirect Cost Agreement	See Section V	If claiming indirect costs, submit a current agreement that identifies the individual components and percentages that make up the indirect cost rate.	By application due date.
Audit Letter	See Section I	This applies to applicants with an annual expenditure of \$500,000 or more of Federal funds. Do not include the entire audit. Submit the Supplemental Schedule of Expenditures of Federal Awards section of the audit.	By application due date.
ANA	See	See <a href="http://www.acf.hhs.gov/programs/ana">http://www.acf.hhs.gov/programs/ana</a>	By application

Objective Work Plan (OWP)	Section V	(OMB #0980-0204, exp 10/31/06) Note: Applicants cannot exceed six objectives per budget period.	due date.
ANA Abstract	See Section V	See <a href="http://www.acf.hhs.gov/programs/ana">http://www.acf.hhs.gov/programs/ana</a> (OMB# 0980-0204, exp. 10/31/06)	By application due date.
Part Two: Project Descriptions	See Section V	ANA Application Review Criteria. This Part cannot exceed 40 pages. This Part includes: Criteria One-Introduction and Project Summary; Criteria Two-Need for Assistance; Criteria Three-Project Approach: Criteria Four-Organizational Capacity: Criteria Five-Project Impact/Evaluation and Criteria Six-Budget and Budget Justification/Cost Effectiveness.  Note: Budget & Budget Justification are exempt from the page count for this Part.	By application due date.
Part Three: Appendix	See Section V	This Part may not exceed 20 pages. Include only supplemental support documentation.	By application due date.

#### **4. Intergovernmental Review:**

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities".

#### **5. Funding Restrictions:**

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

#### **ANA Does Not Fund:**

- Activities in support of any foreseeable litigation against the United States Government that are unallowable under OMB Circulars A-87 and A-122.
- Duplicative projects or allow any one community or region to receive a disproportionate share of the funds available for award. When making decisions on awards of grants ANA will consider whether the project is essentially identical or similar, in whole or significant part, to projects in the same community previously funded or being funded under the same competition. ANA will also consider whether the grantee is already receiving funding for a Social and Economic Development Strategies, Native Language, or



Environmental project from ANA. ANA will also take into account in making funding decisions whether a proposed project would require funding on an indefinite or a recurring basis. This determination will be made after it is determined whether the application meets the requirements for eligibility as set forth in 45 CFR 1336, Subpart C, but before funding decisions are complete. (See *Section I*, Funding Opportunity Description-ANA Administrative Policies regarding short-term projects.)

- Projects in which a grantee would provide training and/or technical assistance (T/TA) to other Tribes or Native American organizations that are otherwise eligible to apply for ANA funding. However, ANA will fund T/TA requested by a grantee for its own use or for its members' use (as in the case of a consortium), when T/TA is necessary to carry out project objectives.
- The purchase of real property and construction activities are not authorized by the Native American Programs Act of 1974, as amended.
- Core administration (see Definitions) functions, or other activities, that essentially support only the applicant's ongoing administrative functions and are not related to the proposed project.
- Costs associated with fund-raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions are unallowable under an ANA grant award.
- Projects originated and designed by consultants who provide a major role for themselves and who are not members of the applicant organization, Tribe, or Village.
- Activities that are not responsive to Environmental Mitigation program goals.
- Major renovations and alterations activities are not authorized under the Native American Programs Act of 1974, as amended. Minor alterations, as defined in this announcement, may be allowable.
- Activities by a consortium of Tribes that duplicate activities for which a consortium member Tribe also receives funding from ANA.

## **6. Other Submission Requirements:**

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

### **Submission by Mail**

Tim Chappelle  
U.S. Department of Health and Human Services  
Administration for Children and Services  
Office of Grants Management  
Division of Discretionary Grants

370 L'Enfant Promenade, SW  
Washington, DC 20447

### **Hand Delivery**

Tim Chappelle  
US Department of Health and Human Services  
Office of Grants Management  
ACF Mail Room, Second Floor Loading Dock  
Aerospace Center, 901 D Street, SW  
Washington, DC 20024

### **Electronic Submission**

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

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## **V. APPLICATION REVIEW INFORMATION**

### **The Paperwork Reduction Act of 1995 (P.L. 104-13)**

Public reporting burden for this collection of information is estimated to average 20 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

### **1. Criteria:**

#### **Part I. THE PROJECT DESCRIPTION OVERVIEW**

##### **PURPOSE**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use

this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

## GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

## Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

### INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

### PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

### OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

### RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

Applicants are encouraged to describe the qualitative and quantitative data collected, how this data will measure progress towards the stated results or benefits, and how impact indicators under this program area can be monitored, evaluated and verified.

## APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

## EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

## GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

## ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

### STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

### ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

### THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and sub grantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

## BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

## GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

## PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

## FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

## TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

## EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

## OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

## INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

## PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.



Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

### **EVALUATION CRITERIA:**

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

#### **APPROACH - 25 points**

***Project Approach:*** The narrative must be clear and concise. Include a detailed project description with goals and objectives. The extent to which the application presents an effective project strategy and implementation plan for the entire project period. Summarize how the project description, objectives (not to exceed six per project period) and strategy are inter-related and relate to a locally determined strategy.

Use the ANA OWP form to identify the project objectives, time frames, proposed activities, results and benefits expected, the criteria for evaluating results and benefits, and the individuals responsible for completing the objectives and performing the activities. Within the results and benefits section of the OWP, the extent to which the OWP provides quantitative, quarterly projections of the accomplishments to be achieved for each function or activity. Utilizing the OWP, include the names of any organizations, partners, consultants, or other key individuals who will contribute to the project activities. In the OWP column, "Non-Salaried Personnel" list the hours incurred by non-project staff for identified activities. Project outcomes should support the identified need and should be measurable and quantifiable. Present objectives and goals to be achieved and evaluated at the end of each quarter and at the end of the project period.

#### **OBJECTIVES AND NEED FOR ASSISTANCE - 20 points**

***Need for Assistance:*** The need for assistance shows a clear relationship between the proposed project, the Environmental Mitigation strategy, and the community's long-range goals. Identify the physical, economic, social, financial, governmental and institutional challenges and problem(s) requiring a solution that supports the funding request.

Discuss the geographic location of the project and where the project and grant will be administered. Describe the community (see Definitions) to be affected by the project and the community involvement in the project. Describe the community's long-range goals, the community planning process, and how the project supports the community goals. Document the community's support for the project. Describe how the proposed goals, objectives, and activities reflect the Environmental Mitigation needs of the local community.

Provide any existing documentation from preliminary site inspections that identifies problems or causes due to DOD activities. Include documentation that identifies contamination sites or instances of pathway contamination due to proximity to FUDS.

Applications from regional organizations must clearly demonstrate a need for the project, explain how the project originated, identify the intended beneficiaries, describe and relate the actual project benefits to the community and organization, and describe a community-based project delivery strategy. Regional organizations must also identify their membership and specifically discuss how the organization operates and impacts Native communities. Demonstrate Native community and/or Tribal government support for the project. The type of community served will determine the type of documentation necessary.

#### **BUDGET AND BUDGET JUSTIFICATION - 15 points**

***Budget and Budget Justification/Cost Effectiveness:*** Submit an itemized budget detailing the Federal request. A budget justification narrative to support the line-item budget must also be included. Make sure the budget aligns with the Object Class Category as listed under Section B-Budget Categories on the SF-424A, "Budget Information-Non Construction Programs." The line item budget and budget justification must include sufficient details to facilitate the determination of allowable costs and the relevance of these costs to the proposed project.

If an applicant intends to charge or otherwise seek credit for indirect costs in the ANA application, a current copy of the indirect-cost-rate agreement must be included in the application. The rate agreement must have all costs broken down by category so ANA reviewers can be certain that no budgeted line items are included in the cost pool. Applicants who do not submit an up-to-date rate agreement may not be able to claim the indirect cost as an allowable expense, may have the grant award amount reduced, or may experience a delay in grant award.

Applicants are strongly encouraged to include or request sufficient funds for principal representatives, such as the chief financial officer and the project director, to travel to one regional ANA post-award grant T/TA workshop.

**Cost Effectiveness:** This section of the criterion reflects ANA's concern with ensuring that the expenditure of its limited resources yields the greatest benefit possible in achieving environmentally sound and healthy Native communities.

## RESULTS OR BENEFITS EXPECTED - 15 points

***Project Impact/Evaluation:*** In this criterion, the applicant will discuss the "Impact Indicators" (see Definitions) and the benefits expected as a result of this project. Impact indicators identify qualitative and quantitative data directly associated with the project. Each applicant submits five impact indicators to support the applicant's project. The impact indicators may be selected from the suggested list below, or they may be developed for a specific proposed project, or the applicant may submit a combination of both the ANA suggested indicators and project-specific indicators. The suggested ANA indicators are: (1) the number of sites assessed (i.e., contamination sites or instances of pathway contamination due to proximity to FUDS); (2) the type of data collected for assessment; (3) the number of contaminants identified; (4) the types of capacity building systems created and implemented to support environmental mitigation program functions; (5) the identification of Tribal or Village government regulations, codes or ordinances that were enacted and adopted; or (6) the number of infrastructure and administrative systems, including policies and procedures developed and implemented.

For each impact indicator submitted, the applicant must discuss the relevance of the impact indicators to the project, the method used to track the indicator and the method used to determine project success. The applicant should discuss the project's value and long-term impact to the participants and the community and explain how the information relates to the proposed project goals, objectives and outcomes. Impact indicators will be reported to ANA in the grantee's quarterly report.

## ORGANIZATIONAL PROFILES - 15 points

***Organizational Capacity:*** Provide information on the management structure of the applicant and the organizational relationships with its cooperating partners. Describe the administrative structure and the applicant's ability to administer and implement a project of the proposed scope. Include an organizational chart that indicates where the proposed project will fit in the existing structure. Demonstrate experience in the program area.

List all current sources of Federal funding, the agency, purpose, amount, and provide the most recent certified signed audit letter for the organization. If the applicant has audit exceptions, these issues must be discussed in this criterion.

Provide staffing and position data that includes a proposed staffing pattern for the project where the applicant highlights the new project staff. Project positions discussed in this section must match the positions identified in the OWP and in the proposed budget. Provide a paragraph of the duties and skills required for the proposed staff and a paragraph on qualifications and experience of current identified staff. Full position descriptions are required to be submitted and included in the Appendix. Explain how the current and future staff will manage the proposed project. Brief biographies of key identified positions or individuals must be included and indicate the project position they will fill. Note: Applicants are strongly encouraged to give preference to qualified Native Americans in hiring project staff and in contracting services under an approved ANA grant.

Applicants are required to affirm that they will credit ANA and reference the ANA funded project on any audio, video, and/or printed materials developed in whole or in part with ANA funds.

If applicable, a consortium applicant must identify the consortium membership. The consortium applicant must be the recipient of the funds. A consortium applicant must be an eligible entity as defined by this Program Announcement and the ANA regulations. Include documentation (a resolution adopted pursuant to the organization's established procedures and signed by an authorized representative) from all consortium members supporting the ANA application. Include goals and objectives that will create positive impacts and outcomes in the communities of its members. ANA will not fund activities by a consortium of Tribes that duplicate activities for which member Tribes also receive funding from ANA. Identify the role and responsibility of each participating consortium member and include a copy of the consortia legal agreement or memoranda of agreement to support the proposed project.

#### PROJECT SUMMARY/ABSTRACT - 10 points

***Introduction and Project Summary:*** Using the ANA Project Abstract form (OMB # 0980-0204, exp. 10/31/06), include the name of the applicant, the project title, the Federal amount requested, length of time required to accomplish the project, the goal of the project, a list of project objectives (not activities), the estimated number of people to be served and the expected outcomes of the project.

In addition to the ANA Project Abstract form, provide an introductory summary narrative that includes an overview of the project, a description of the community to be served, the location of the identified community, a declarative statement identifying the need for the project, and a brief overview of the project's objectives, strategy and community or organizational impact.

## **2. Review and Selection Process:**

No grant award will be made under this announcement on the basis of an incomplete application.

***Initial Screening:*** Each application submitted under an ANA program announcement will undergo a pre-review screening to determine: (a) timeliness (the application was received by 4:30 pm Eastern Time on the closing date); (b) the funding request does not exceed the upper value of the dollar range specified; (c) the applicant has submitted a current signed and dated resolution from the governing body; and, (d) if the applicant is not a Tribe or Alaska Native Village government, the applicant has submitted proof a majority of the board of directors is representative of the community to be served. An application that does not meet one of the above elements will be determined to be incomplete and excluded from the competitive review process. Applicants with incomplete applications will be notified by mail within 30 business days from the closing date of this program announcement. ANA staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification. After the Commissioner of ANA has made decisions on all applications, unsuccessful applicants will be notified in writing within 90 days. The notification will include the reviewer comments. Applicants are not ranked based on general financial need. Applicants who are initially excluded

from competition because of ineligibility may appeal the Agency's decision. Applicants may also appeal an ANA decision that an applicant's proposed activities are ineligible for funding consideration. The appeals process is stated in the final rule published in the *Federal Register* on August 19, 1996 (61 *Federal Register* 42817 and 45 CFR part 1336, subpart C).

*Competitive Review Process:* Applications that pass the initial ANA screening process will be analyzed, evaluated and rated by an independent review panel on the basis of the evaluation criteria. The evaluation criteria were designed to analyze and assess the quality of a proposed community-based project, the likelihood of its success, and the ability of ANA to monitor and evaluate community impact and long-term results. The evaluation criteria and analysis are closely related and are wholly considered in judging the overall quality of an application. Applications will be evaluated in accordance with the program announcement criteria and ANA's program areas of interest. A determination will be made as to whether the project is an effective use of Federal funds.

*Application Consideration:* The Commissioner's funding decision is based on an analysis of the application by the review panel, panel review scores and recommendations; an analysis by ANA staff; review of previous ANA grantee's past performance; comments from State and Federal agencies having contract and grant performance-related information; other interested parties; and geographic distribution. The Commissioner makes grant awards consistent with the purpose of NAPA, all relevant statutory and regulatory requirements, this program announcement, and the availability of appropriated funds. The Commissioner reserves the right to award more, or less, than the funds described or under such circumstances as may be deemed to be in the best interest of the Federal Government. Applicants may be required to reduce the scope of projects based on the amount of approved award.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

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## **VI. AWARD ADMINISTRATION INFORMATION**

### **1. Award Notices:**

The successful applicants will be notified through the issuance of a Financial Assistance Award document which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

## **2. Administrative and National Policy Requirements:**

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental) and 45 CFR Part 1336.

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at <http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

## **3. Reporting Requirements:**

Grantees will be required to submit program progress and financial reports (SF-269 found at <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Quarterly

Financial Reports: Quarterly

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## **VII. AGENCY CONTACTS**

### **Program Office Contact:**

ANA Applicant Help Desk  
370 L'Enfant Promenade, SW  
Aerospace Building, 8th Floor West  
Washington, DC 20047  
Phone: 877-922-9262  
Email: [ana@acf.hhs.gov](mailto:ana@acf.hhs.gov)

### **Grants Management Office Contact:**

Tim Chappelle  
Administration for Children and Families  
Office of Grants Management  
370 L'Enfant Promenade, SW  
Aerospace Building, 8th Floor West  
Washington, DC 20447

Phone: 202-401-2344  
Email: [tichappelle@acf.hhs.gov](mailto:tichappelle@acf.hhs.gov)

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## **VIII. OTHER INFORMATION**

*Training and Technical Assistance (T/TA):* All potential ANA applicants are eligible to receive T/TA in this program area. Prospective applicants should check ANA's Web site for T/TA dates and locations, or contact the ANA Help Desk at 1-877-922-9262.

**Date:** 1/30/2006

Kimberly Romine  
Deputy Commissioner  
Administration for Native Americans